2-Way Memo	Use routing symbols whenever possible.  SENDER ( <i>Originator of message</i> ):  Use brief, informal language.  Conserve space.  Forward original and one copy.
•	RECEIVER (Replier to message): Reply below the message, keep one copy, return one copy.
: C/OL/PGPS	DATE OF MESSAGE ROUTING SYMBOL  1-1-82
: C/OL/P&PS	
	Logistics Officer
INITIAL MESSAGE	FOL
Forwarded herewith is the quarterly report	on vehicle mileage and
fuel consumption for the period 1 October	through 31 December 1981.
fuel consumption for the period 1 October	through 31 December 1981.
fuel consumption for the period 1 October	through 31 December 1981.
	DATE OF REPLY ROUTING SYMBOL

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